

Membership Balance Plan

ENVIRONMENTAL PROTECTION AGENCY

1. FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

Local Government Advisory Committee

2. AUTHORITY

Identify the authority for establishing the FAC

Agency Authority, Deputy Administrator approval document.

3. MISSION/FUNCTION

Describe the mission/function of the FAC

Federal environmental statutes provide for the delegation of programs to state and local governments. The states and local governments are ultimately responsible for the implementation of many public health and environmental programs that ensure that citizens have clean air and water, safe drinking water, and environmentally sound waste disposal. The Local Government Advisory Committee (LGAC) is a policy-oriented committee. To ensure that the agency's regulations, policies, guidance, and technical assistance actually improve the capacity of local governments to carry-out these programs, the LGAC provides policy advice and recommendations to the EPA on:

- a. Changes needed to allow flexibility and innovation and to accommodate local needs without compromising environmental performance, accountability, or fairness;
- b. Ways to improve performance measurement and speed dissemination of new environmental protection techniques and technologies among local governments;
- c. Improvements to program management and regulatory planning and development processes to involve local governments more effectively as partners in environmental management;
- d. Ways in which the EPA and states can help local governments strengthen their capacity to promote environmental quality, including public access, community right-to-know, and performance measurement; Projects to help local governments deal with the challenge of financing environmental protection infrastructure; and
- e. The EPA's policies, procedures, and practices regarding local government (development, implementation, and evaluation) including how those policies, procedures and practices further the Administrator's priorities regarding environmental justice, climate change and energy, and sustainability.

4. POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories*
- (b) consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The LGAC will be composed of approximately thirty (30) elected and appointed state, local government and tribal government officials. Members will serve as Representative members of non-Federal interests. Members are selected to represent the points of view held by specific associations, or classes of elected and appointed officials. In selecting members, EPA will consider candidates who are currently elected or appointed officials representing: states, counties, cities, and other local governments, small communities, and tribal governments. EPA will consider candidates such as mayors, city council members, county commissioners and executives, city managers, small town officials, public works, public health and environmental directors, tribal government leaders, and state officials including legislators and environmental directors.

5. OTHER BALANCE FACTORS

List any other factors EPA identifies as important in achieving a balanced FAC

Geographic location, size of jurisdiction, socio-economic diversity and political party affiliation may be considered.

6. CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify EPA key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA*
- (d) state the membership term limit of FAC members, if applicable*

Approximately 8 months prior to expiration of committee members' terms, the DFO meets with EPA's Office of Diversity, Advisory Committee Management, and Outreach (ODACMO) to discuss the outreach plan, establish a timeline, and other issues concerning the membership process. After approval of the outreach plan, the DFO conducts outreach for new members in accordance with the plan. The DFO solicits representative candidate names through a Federal Register notice, intergovernmental associations, agency leadership, and from mayors, city council members, county commissioners and executives, city managers, small town officials, public works, public health and environmental directors, tribal government leaders, and state officials including legislators and environmental directors.

After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. Each candidate is researched to determine whether the person is a federally registered lobbyist and otherwise eligible. The DFO develops a draft grid of nominees, including at least one additional candidate for each point of view for the function the committee is to perform.

A balance review of the proposed membership is then conducted by ODACMO and the FACA Attorney. Different levels of EPA managers then review the draft package for questions or comments before the final package is prepared.

Formal letters of invitation to serve on the LGAC will be extended by the Administrator or Deputy Administrator of EPA. Some form of this process will be repeated for any occurring vacancies. LGAC members are usually appointed for a one or two-year term. Generally, members may serve for a total of 6 years.

7. SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier 1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

8. OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

9. DATE PREPARED/UPDATED

November 15, 2013